

**New Hampshire Small MS4 General Permit
Annual Report**

TOWN OF LITCHFIELD

NEW HAMPSHIRE

Permit Year 3

July 1, 2020 through June 30, 2021

EPA NPDES Permit Number NHR041015



Certification

Instructions: All reports, including SWPPPs, inspection reports, annual reports, monitoring reports, reports on training and other information required by this permit must be signed by a person described in Appendix B, Subsection 11.A or by a duly authorized representative of that person in accordance with Appendix B, Subsection 11.B. If there is an authorized representative to sign MS4 reports, there must be a signed and dated written authorization. Use the following language if your municipality wishes to file using an authorized representative.

Authorized Representative:

The authorization letter is:

Attached to this document (document name listed below):

Publicly available at the website:

<https://litchfieldnh.gov/wp-content/uploads/2021/09/MS4-Authorization.pdf>

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Printed Name: Troy R. Brown, Town Administrator

Signature:



Date: September 24, 2021

Primary MS4 Program Manager Contact Information:

Name: Troy R. Brown

Title/Position: Town Administrator

Department:

Town Administrator

Street Address:

2 Liberty Way

City: Litchfield

State: New Hampshire

Zip Code: 03052

Email: tbrown@litchfieldnh.gov

Phone Number: 603.424.4046 Ext. 1250

Small MS4 Authorization

The following annual report, which serves as a self-assessment, is intended to document the activities undertaken over the **reporting period from July 1, 2020 through June 30, 2021** in accordance with the Permit.

The Notice of Intent (NOI) can be found at the following (document name or web address):

<https://litchfieldnh.gov/wp-content/uploads/2019/06/NOI-MS4-10-01-2018-Original.pdf>

Compliance activities have been identified and described in the Town of Litchfield's Stormwater Management Plan (SWMP) and Illicit Discharge Detection and Elimination Plan (IDDE). Those documents can be found at the following websites and will be referred to throughout this report:

SWMP: <https://docs.google.com/document/d/1wFZ-QYRUwI7k7UpLrBvNFqvke8jN4HVVs3YHx7K1w/>

IDDE: <https://docs.google.com/document/d/1DysR0ntNs3PJ-ElyQRFHJWqNX19V8Ib6J-b9oqsoXAI/>

MCM1 - Public Education and Outreach

Year 3 Activities

BMP: Grass and Fertilizer

Document Name and/or Web Address:

Green Grass & Clear Water Brochure: https://www4.des.state.nh.us/nh-ms4/?page_id=54.

Description:

Distribution and promotion of flyers produced by UNH Cooperative Extension and NH Sea Grant outlining simple recommendations to keep lawns healthy while reducing water quality impacts - including proper fertilizer techniques and disposal of grass clippings.

Targeted Audience:

Residential and/or Business and Institutions

Measurable Goal(s):

Lawn care enthusiast residents understand the potential water quality impacts from fertilizer and improper disposal of grass clippings and are aware of the proper lawn care management techniques for reducing those impacts. Measurement includes the number of posting events distributed.

Flyers were available on the town website, Facebook page and shared to Litchfield Whats' Up private Facebook page, printed in the annual town report and posted on the town hall information board. Flyers were removed from the town hall lobby area due to COVID-19. In addition, the town hosted a virtual Green Grass & Clear Water workshop on Monday, June 21, 2021 with the Towns of Bedford and Derry and UNH Cooperative Extension.

- (1) Media posting on Town's Website
- (1) Social media posting on Town's Facebook (3,000 followers)
- (1) Social media posting on private "Litchfield What's Up" Facebook (5,000 followers)
- (1) Posting in Town Annual Report

- (1) Posting on Town Hall Lobby Information Board
- (1) Virtual Workshop. Litchfield had three (3) participants

Goal was achieved.

Message Date:

Municipality to update May/June 2022

BMP: Pet Waste Disposal

Document Name and/or Web Address:

"Every Drop" post cards or flyer https://www4.des.state.nh.us/nh-ms4/?page_id=54

Description:

Distribution and promotion of "Every Drop" post cards or flyers with proper pet waste management, impacts of improper management, pet waste ordinance, and disposal requirements messaging. May include pledge to pick up pet waste to be made available during dog registration and other events or venues (veterinarians, dog training, groomers, etc.). Every Drop is a collaborative education effort with PREP, NHDES and other partners.

Targeted Audience:

Residents - Pet Owners

Measurable Goal(s):

Dog owners and/or dog walkers are aware of the potential water quality impacts from pet waste, local pet waste ordinances, and how to dispose of pet waste properly. If pledges are signed, there will be an increase of dog owners committed to picking up pet waste.

- (1) Media posting on Town's Website
- (1) Social media posting on Town's Facebook (3,000 followers)
- (1) Social media posting on private "Litchfield What's Up" Facebook (5,000 followers)
- (1) Posting in Town Annual Report
- (1) Posting on Town Hall Lobby Information Board

Goal was achieved.

Message Date:

The Town of Litchfield will make the information available to the public during Fall 2021 and Spring 2022

BMP: Disposal of Leaf and Grass Clippings

Document Name and/or Web Address:

https://www4.des.state.nh.us/nh-ms4/?page_id=54

Description:

Distribute and promote informational flyers, pledge cards, and/or door hangers, with messaging about impacts from yard waste to water bodies, alternatives to dumping yard waste and laws against dumping

yard waste near or in water bodies.

Flyers are available on the town website, Facebook page and shared to Litchfield Whats' Up private Facebook page, printed in the annual town report and posted on the town hall information board. Flyers were removed from the town hall lobby area during the COVID-19 pandemic due to safety concerns. The town transfer station collects at no charge leaves and grass clippings from residents throughout the year for composting.

Targeted Audience:

Residential &/or Business and Institutions

Measurable Goal(s):

Residents are aware of the water quality impacts of yard waste dumping near or in water bodies and safe alternatives for yard waste disposal.

- (1) Media posting on Town's Website
- (1) Social media posting on Town's Facebook (3,000 followers)
- (1) Social media posting on private "Litchfield What's Up" Facebook (5,000 followers)
- (1) Posting in Town Annual Report
- (1) Posting on Town Hall Lobby Information Board

Goal was achieved.

Message Date:

The Town of Litchfield will make the information available to the public during Fall 2021.

BMP: Septic System Maintenance

Document Name and/or Web Address:

https://www4.des.state.nh.us/nh-ms4/?page_id=54

Description:

Distributed and promoted brochure directing to website to educate New Hampshire homeowners with septic systems on how to identify, locate and maintain those systems. Get Pumped NH is a collaborated effort between the New Hampshire Association of Septage Haulers (NHASH) and the New Hampshire Department of Environmental Services (NHDES).

Targeted Audience:

Septic System Owners

Measurable Goal(s):

Residents are aware of water quality impacts from septic systems, the importance of maintaining septic systems and how to maintain them.

- (1) Media posting on Town's Website
- (1) Social media posting on Town's Facebook (3,000 followers)
- (1) Social media posting on private "Litchfield What's Up" Facebook (5,000 followers)
- (1) Posting in Town Annual Report
- (1) Posting on Town Hall Lobby Information Board

Goal was achieved.

Message Date:

The Town of Litchfield will make the information available to the public in Fall 2021 during SepticSmart Week.

BMP: Industrial Outreach

Description:

Distribute outreach letter and stormwater fact sheet to industrial facilities located within MS4 municipal boundaries to explain best management practices related to maintenance of parking lots, spill prevention, storage of industrial materials, and winter maintenance. Industrial facility operators were also made aware that they fall under the EPA Multi-Sector General Permit (MSGP) and must meet those requirements as well.

Targeted Audience:

Industrial Facilities

Measurable Goal(s):

Industrial facility operators are aware of the need for proper stormwater best management practices within their facilities and requirements under the EPA Multi-Sector General Permit (MSGP).

NHDES conducted research and found no industrial facilities reported by EPA within the Town's boundaries but the town decided to mail letters, including fact sheets to a few facilities.

Year 3 = **4 letters**

Goal was achieved.

Message Date:

June 29, 2021.

MCM2 - Public Participation

BMP: Public Participation in Stormwater Management Program Development

Description: Public notice was given for public review and input for the period June 22 to June 30, 2021 on the town's Stormwater Management Program. Documents and records relating to the permit are retained and available for 5 years to the public at the Town Office, 2 Liberty Way, Litchfield, NH and the town's website.

Measurable Goal(s):

No input was received and records are maintained.

Goal was achieved.

MCM3 – Illicit Discharge Detection and Elimination

BMP: IDDE Legal Authority

The municipality established legal authority as required by the 2003 MS-4 Permit. However, an updated legal authority as outlined in the IDDE plan has not occurred. A draft Illicit Discharge Ordinance was presented to the Board of Selectmen for adoption during a public hearing on June 28, 2021. There were no written or public comments received but the Board of Selectmen had several legal questions they wanted addressed before adoption. Adoption is planned on or before December 31, 2021.

BMP: Sanitary Sewer Overflow (SSO) Inventory

This is not applicable to the Town of Litchfield because the Town does not have sanitary sewers.

BMP: Map of Storm Sewer System

Map of the storm sewer system and associated outfalls was completed in Year 2.

BMP: IDDE Program (Screenings of Outfalls/Interconnections, Catchment Investigations, and IDDE Progress)

All high-priority outfalls and interconnections (excluding problem and excluded outfalls) were inspected and screened. Outfall catchments and interconnections priority ranking were updated based on the information collected during the dry weather inspections. A written IDDE plan has been developed and updated, and written catchment investigation procedures are included. Outfall identification, characterization and prioritization information has been updated and included in the IDDE plan based on dry weather sampling.

The following tasks have been completed in accordance with the permit.

Number of dry weather outfall investigations/screenings: **16**

Number of dry weather samples taken: **2**

Comment: The Town purchased field test kits and contracted a consultant to assist in inspections and collection of water samples. Only 2 of the 16 outfalls had flowing water. In addition to the field test kits, samples were sent to a laboratory for bacteria testing/analysis.

Investigation Data, Records and Lab Test Results:

<https://litchfieldnh.gov/wp-content/uploads/2021/09/MS4-Outfall-Inspections-YR-3.pdf>

Number of wet weather outfall inspections/sampling events: **0**

Number of wet weather samples taken: **0**

Number of catchment investigations: **0**

Number of illicit discharges: **0**

Number of illicit discharges removed: **0**

Estimated gallons of flow removed: **0 gallons**

No Illicit discharges were found.

BMP: Employee Training

The Town of Litchfield held an IDDE training session for the Road Agent, Highway Laborer and Town Administrator on **June 30, 2021**. A video on IDDE inspections and sampling created in collaboration with NH Environmental Services, UNH Stormwater Center and City of Dover was watched followed by a group discussion. Training opportunities and videos continue to be limited however the town is aware of new opportunities that can be used in year 4 and ongoing. Training logs are included in Appendix F of the IDDE plan.

MCM4 – Construction Site Stormwater Runoff Control

A written site inspection and enforcement program for erosion and sediment control measures was created and is included in our SWMP.

The following tasks are in progress in accordance with the permit.

Number of site plan reviews completed: **0**

***The town did not review any site plans in year 3. Inspections below were prior site plans approved.**

Number of inspections: **80 site visits**

Number of enforcement actions: **0**

MCM5 – Post Construction Stormwater Management in New Development and Redevelopment

BMP: Post-Construction Ordinance (due in year 3)

A written site inspection and enforcement program for erosion and sediment control measures is included in our Stormwater Management and Erosion Control Land Use regulations adopted and approved in May 2003. These regulations include the requirement to submit as-built drawings to the Town and require post-construction inspections. These regulations will be updated as needed pursuant to the current MS4 permit requirements.

BMP: As-built Drawings

A program to address post-construction stormwater runoff from all new development and redevelopment projects was developed and implemented pursuant to the 2003 MS4 Permit. The stormwater regulations are included as Appendix D to the *Town of Litchfield Land Use Laws and Regulations*. It includes projects that disturb a minimum of 15,000 square feet. Procedures for new development and redevelopment have prepared/adopted pursuant to the 2003 MS4 Permit and are included as Appendix D to the *Town of Litchfield Land Use Laws and Regulations*. The purpose of stormwater and land development management standards is to provide reasonable guidance for the regulation of stormwater runoff, during planning, design, construction and post-construction phases, to protect local natural resources from degradation and prevent adverse impacts to adjacent and downstream land, property, facilities and infrastructure. These standards regulate discharges from stormwater and runoff from land development projects and other construction activities to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and nonpoint source pollution associated with stormwater runoff. The stormwater management standards apply to any development or redevelopment

projects which are subject to Site Plan Review or Subdivision approval that disturb more than 15,000 square feet. The applicant shall submit drawings of the constructed stormwater management system to the Planning Board and as-built plans are mandatory upon final acceptance and release of performance bond. The Town of Litchfield is in the process of updating its stormwater regulations for conformance with the 2017 MS4 Permit.

Number of as-built drawings received: 0

BMP: Long-term Operation and Maintenance Procedures

A program to address long-term post-construction stormwater runoff from all new development and redevelopment projects has been developed and implemented, and includes projects that disturb a minimum of 15,000 square feet. Procedures for long-term Operation and Maintenance are being developed. Submission requirements for stormwater management reports and plans are included in local regulations and can be found at:

https://litchfieldnh.gov/wp-content/uploads/2019/01/225I-82_2009_LIT_App_D_Stormwater.pdf .

In an effort to standardize the long-term O&M and inspection submission requirements across all New Hampshire MS4 communities, as well as standardize any non-compliance actions taken by the municipality, the Seacoast Stormwater Coalition is in the process of working with a selected engineering group (VHB) to develop standardized resources, guidance and an inspection template that towns and municipalities can use to better promote, track and enforce the implementation of best management practices for privately-owned parking areas and drainage infrastructure. These are anticipated to be finalized in the fall of 2021 and will be adopted by Litchfield.

BMP: Street Design and Parking Lot Guidance Report (due in year 4)

Deliverables will progress in accordance with the permit and is scheduled for year 4.

BMP: Green Infrastructure Report (due in year 4)

Deliverables will progress in accordance with the permit and is scheduled for year 4.

BMP: List of Municipal Retrofit Opportunities (due in year 4)

Deliverables will progress in accordance with the permit and is scheduled for year 4.

MCM6 – Good Housekeeping and Pollution Prevention for Permittee Owned Operations

BMP: Catch Basin Cleaning Program

A schedule for catch basin cleaning has been established with the goal of ensuring that a catch basin should not be more than 50% full. Catch basin cleanings were properly stored and disposed of so that they did not discharge to receiving waters. This is detailed in the SWMP.

The following tasks are in progress in accordance with the permit. Although a contract was signed, due to COVID-19 staff shortages and the town mandated the use of a Vactor truck for the first time instead of the older mechanical shovel/equipment, the town's contractor was unable to perform catch basin cleanings during the annual June cleanings. Cleaning was completed in July/August. Annual cleanings will most likely change to Jul/August from this point forward.

Number of catch basins within MS4 regulated area: **566**

Number catch basins inspected in accordance with the SWMP: **0**

Number of catch basins cleaned: **0**

Total volume or mass of material removed: **0**

BMP: Street Sweeping Program

A street sweeping program has been established such that all streets with curbing and/or catch basins and permittee-owned parking lots are swept in accordance with permit conditions. Street sweepings were properly stored and disposed so that they did not discharge to receiving waters.

The following tasks are in progress in accordance with the permit.

Number of (lane) miles swept: **126**

Volume or mass of swept material: **45 cubic yards**

BMP: Winter Road Maintenance Program

A winter road maintenance program has been established with a goal of reducing salt usage. Salt reduction strategies have been implemented as outlined in our SWMP. All road salt storage piles are enclosed/covered to prevent runoff into storm drains and water bodies.

Litchfield has adopted a Winter Maintenance Procedures in accordance with MCM #6 that has been implemented in the MS4 regulated area and/or community-wide. Litchfield Winter Maintenance Procedures can be found at:

https://docs.google.com/document/d/1R6K830Rvsc6vIjqZ7eMKxI8378Z9wjbYuFq_fZlhnT0/

BMP: Permittee Owned Facilities Inventory

All permittee owned facilities, including inventory, are included in our SWMP. There were no changes to report during Year 3.

BMP: O&M Programs And Procedures For Permittee-Owned Properties

O&M programs for all permittee-owned facilities are being developed and will be included in our SWMP. All maintenance procedures will be implemented for permittee owned facilities in accordance with O&M programs.

BMP: Permittee Owned Treatment Structures

The Town of Litchfield has stormwater retention basins at the Town Office, the fire station and Sawmill Park (public recreation facility). The Town maintains these facilities as required.

BMP: SWPPP (due year 3)

A draft SWPPP has been developed for the following facilities: highway garage and transfer station where

pollutants are exposed to stormwater. Procedures outlined in the SWPPP are being implemented at these facilities. The SWPPP needs formal adoption by the governing body.

Starting in FALL 2021, inspections will be completed, corrective actions taken, and employees regularly trained as outlined in the draft SWPPP. The draft SWPPP and associated documentation are located at <https://docs.google.com/document/d/1wFZ-QYRUwI7k7UpLrBvNFqvke8jN4HVVsa3YYHx7K1w/edit?usp=sharing>

Number of site inspections for facilities that require a SWPPP completed: 0

Number of corrective actions identified: 0

Number of corrective actions taken: 0

BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures

Litchfield continues to collect information with a goal of inventorying and formally inspecting all municipally owned BMPs. Maintenance is carried out in accordance with the procedures outlined in the SWMP. Any BMPs that are safety or flooding hazards are dealt with as needed.

TMDL's and Water Quality Limited Waters

Bacteria/Pathogens

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP's have been implemented in accordance with the SWMP.

Phosphorus

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the outfall ranking and enhanced BMP's have been implemented in accordance with the SWMP.

Nitrogen

Not applicable.

Solids, Oil and Grease (Hydrocarbons), or Metals

Not applicable.

Chloride

Litchfield plans to participate in the Green Snow Pro Program, however, the Municipal Green Snow Pro Certification Program bill was delayed during the 2020 legislative session due to COVID-19. The bill was put back into legislation during the 2021 legislative session. In June of 2021, it was noted as "ought to pass" by the House of Representatives.

Additional Required Information

Monitoring or Study Results

No additional monitoring or studies were completed.

Description of Any Changes in Identified BMPs or Measurable Goals

The Town of Litchfield has implemented activities in accordance with the permit and outlined in the SWMP. All BMPs and measurable goals outlined in the SWMP are appropriate.

Activities for the Next Reporting Cycle

The Town of Litchfield will continue to implement activities in accordance with the permit and SWMP.